



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATCS-XS

7 August 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 1, TRADOC Policy Letters and Delegations of Authority

1. This policy letter supersedes memorandum ATCS-XS, subject as above, 13 July 2006.

2. TRADOC policy letters.

a. TRADOC policy letters apply to all subordinate activities, schools, and headquarters staff offices. Policy letters:

(1) Provide policy concerning special interest areas when required by HQDA (such as equal opportunity and prevention of sexual harassment).

(2) Communicate the highest level of command interest in areas that may or may not be covered in Army publications.

(3) Provide an interim forum for publishing policy until it is included in the appropriate TRADOC publication. Once the policy is published within a TRADOC publication, the policy letter is rescinded.

b. The Office of the Secretary of the General Staff, Staff Actions Division, will assign a number to approved policy letters. A complete file of all approved policy letters will be maintained on the TRADOC homepage at <http://www.tradoc.army.mil/cofs/policyletters.htm>

c. Policy letters will remain in effect for 2 years from the published date. At the end of the 2 years, proponents will review their policy letters to ensure they are still valid and resubmit for my approval.

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3. Delegations of authority designate authority commensurate with responsibility, and reduce paperwork at higher levels for matters that can be decided at lower levels.

a. Delegation of authority memorandums should cite the Army regulation paragraph(s), as appropriate.

b. All approved delegations of authority will remain in effect until a change in the authorizing officials.

4. Enclosed is a listing of command policy letters (Encl 1) and delegations of authority (Encl 2) currently in effect at TRADOC.

5. Point of contact is Mrs. Caroline Whiteed, DSN 680-4116/ (757) 788-4116 or caroline.whiteed@us.army.mil.

2 Encls



WILLIAM S. WALLACE
General, U.S. Army
Commanding

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HQ TRADOC

TRADOC Command Policy Letters

[illegible]

TRADOC Delegation of Authority

Subject	Proponent	Effective Date
<u>Delegation of Approval Authority for Fort Benning Parachute Demonstration Team Performances</u>	PAO	16 Nov 05
<u>Delegation of Authority to Approve Attendance of Military and Civilian Personnel at Private Organization Meetings</u>	SJA	16 Nov 05
<u>Delegation of Authority for Aviation-Related Waivers</u>	DCSOPS&T	28 Nov 05
<u>AR 385-40, Accident Reporting and Records - Delegation of Authority</u>	SAFETY	10 Dec 05
<u>Delegation of Authority, Military Training with Foreign Military Personnel</u>	USAAC	22 Dec 05
<u>Delegation of Authority [administrative control of funds]</u>	DCSRM	4 Jan 06
<u>Delegation of Authority [to certify annual financial report]</u>	DCSRM	4 Jan 06
<u>Delegation of Authority to Approve Accompanying Spouse Travel</u>	PAO	9 Mar 06
<u>Army Civilian Voluntary Leave Transfer Program (VLTP) - Delegation of Authority to Waive the Limitation on Donating Annual Leave</u>	DCSPIL	30 Mar 06
<u>Authority to Endorse Defense of Freedom Medal Nominations</u>	DCSPIL	18 May 06
<u>Delegation of Article 15 Authority</u>	SJA	2 Jun 06
<u>Delegation of Approval Authority for Contract Awards (AAC)</u>	DCSRM	7 Jul 06
<u>Delegation of Approval Authority for Contract Awards (ARCIC)</u>	DCSRM	7 Jul 06
<u>Delegation of Approval Authority for Contract Awards (CAC)</u>	DCSRM	7 Jul 06